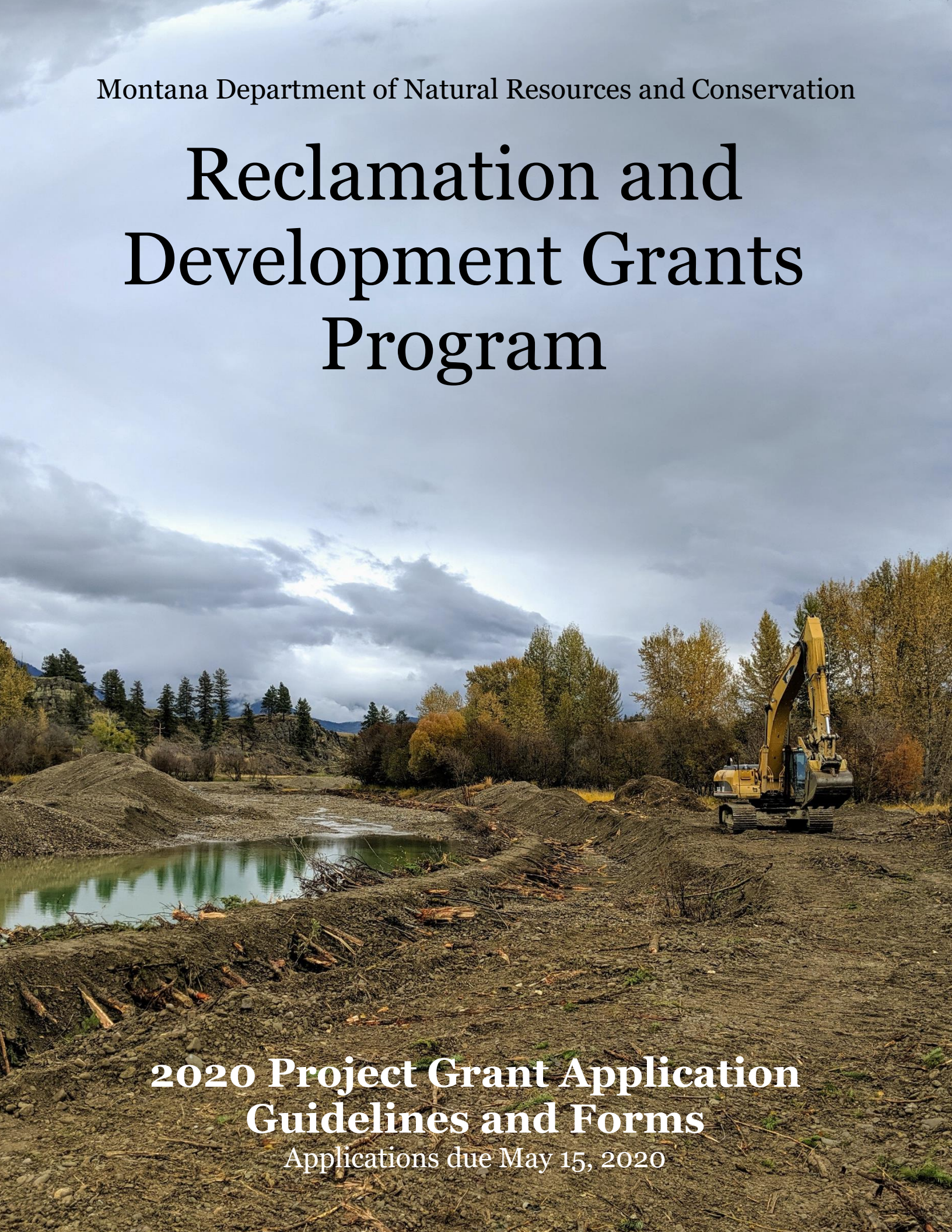
Montana Department of Natural Resources and Conservation

Reclamation and Development Grants Program



2020 Project Grant Application Guidelines and Forms

Applications due May 15, 2020

Reclamation and Development Grants Program

Grant Application Instructions and Forms

Application Deadline May 15, 2020

Montana Department of Natural Resources and Conservation
Resource Development Bureau
PO Box 201601
1539 Eleventh Avenue
Helena, MT 59620
Telephone: (406) 444-6668

This application is also available at the DNRC web site:
http://dnrc.mt.gov/divisions/cardd/resource-development/reclamation-and-development-grants-program

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Section I – The Reclamation and Development Grants Program

Introduction

The Reclamation and Development Grants Program (RDGP) is a state-funded grant program designed to fund projects that indemnify Montana citizens for the effects of mineral development on public resources and that meet other crucial state needs, serving the public interest and the total environment of the people of Montana. The Montana Department of Natural Resources and Conservation (DNRC) administers the program.

The RDGP receives funding from the natural resources projects state special revenue account established by MCA 15-38-302. This account is funded by interest income from the Resource Indemnity Trust (RIT) Fund (established by MCA 15-38-201) and certain natural resource taxes.

Definitions

Crucial state need - a documented set of circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to Montana's environment. "Crucial state need" means that a project is of critical importance to all Montana and its citizens.

Financially feasible - adequate funds are available to complete the project as approved.

Mineral - any precious stones or gems, gold, silver, copper, coal, lead, petroleum, natural gas, oil, uranium, or other non-renewable merchantable product extracted from the surface or sub-surface of the state of Montana.

Mineral development - exploration, extraction, processing, or other activity related to the production of a mineral.

Mitigation - the act of rectifying an impact by repairing, rehabilitating, or restoring the affected environment; reducing or eliminating an impact over time by operations that preserve or maintain the environment; or compensating for an impact by replacing or providing substitute resources or habitats.

Project - a planned and coordinated action or series of actions addressing an objective consistent with the policy and purpose of the RDGP. A project may consist of problem analysis, feasibility or design studies, environmental monitoring, remedial action plans or implementation, technology demonstration, research, construction of capital facilities, or other related actions.

Public benefits - those benefits that accrue to citizens as a group and enhance the common well-being of the people of Montana.

Public resources - the natural resources of the state, including air, water, soil, minerals, vegetation, fish, and wildlife, and the economic, social, and cultural conditions of Montana.

Qualified - an application that convincingly demonstrates public benefits, need, and technical and financial feasibility.

Technically feasible - a project or activity that can be designed, constructed, operated, or carried out to accomplish its goals and objectives, using accepted engineering and other technical principles and concepts.

Program Purposes

The purposes of the RDGP are (1) to repair, reclaim, and mitigate environmental damage to public resources from non-renewable resource extraction and (2) to develop and ensure the quality of public resources for the benefit of all Montana citizens.

Eligibility Requirements

Eligible Applicants
Any department, agency, board, commission, or other division of state government, city, county, or other division of local government, or tribal government within the state may apply.

Examples of eligible applicants include:

Cities	Rural improvement districts	Conservation districts
State agencies	Counties	County sewer districts
Towns	Tribal governments	County water districts
Universities	Irrigation districts	

Private persons or companies and federal agencies are not eligible for RDGP funding.

Eligible Projects
Proposed projects must provide benefits in one of two categories: (1) mineral development impacts (reclamation of impacts from non-renewable resource extraction) or (2) crucial state need. Mineral development impacts and crucial state need projects will be given equal preference in the ranking process. Projects not fitting into either of these categories will not be eligible for RDGP funding. DNRC will conduct a review and screening of all applications to determine eligibility under these two categories.

To be considered a mineral development impact project, the project goals and objectives must achieve at least one of the following:

1. Reclaim land, water or other resources adversely affected by mineral development.
2. Mitigate damage to public resources caused by mineral development.
3. Research, demonstrate, or provide technical assistance to promote the wise use of Montana minerals, including efforts to make processing more environmentally compatible.
4. Investigate and remediate sites where hazardous wastes or regulated substances threaten public health or the environment.
5. Research to assess existing or potential environmental damage resulting from mineral development.

If there is a crucial state need to protect Montana's environment, DNRC and the Governor may recommend that the Legislature approve funding for projects in addition to those project types described in 1 through 5 above. Projects that meet a crucial state need must prevent or eliminate severe and unacceptable damage to natural resources or capture extraordinary public benefit that would otherwise be lost. They must have a regional or statewide importance. Public benefit from implementation of this type of project must directly relate to natural resources. The critical and urgent nature of the proposed project must be clearly demonstrated in the application.

To be eligible for RDGP funding, a project must:

1. Be technically and financially feasible.

2. Be the most cost-effective alternative to address a problem or attain an objective.
3. Comply with statutory and regulatory standards protecting environmental quality.
4. Be from an applicant able and willing to enter into an agreement with DNRC for the implementation of the proposed project.

A project is **not** eligible for funding under the RDGP to the extent that the project is eligible for and can reasonably be expected to receive funding from other state or federal programs, or any program or act that provides funding to accomplish remedial action for environmental damage, or if the project is permitted under Title 82, Chapters 4 or 11 (Reclamation and Oil and Gas Conservation statutes).

The RDGP is not intended to be a continuous funding source for the administration or personnel costs of long-term activities or programs that are more appropriately funded through the State budget process. DNRC may recommend that such ongoing activities or projects not be funded. For short-term projects that are part of long-term projects or programs, DNRC may recommend funding if the project produces discrete, identifiable products or results upon completion of the short-term projects or phases.

Funding for Projects

Grant Amount

DNRC will recommend up to **$300,000** for most projects. DNRC may recommend up to $500,000 for a project if the applicant has clearly demonstrated significant natural resource benefits and the financial need and unavailability of other funds to complete the project. The Legislature may choose to award a lower or higher amount. An applicant proposing more than one project must submit a separate application for each. There is no minimum funding limit.

Leveraging of Other Funds

With limited available funds, applicants should seek out and secure other financial resources to increase the project impact. Projects that leverage funding will receive points proportional to the amount of non-State matching funds. These points raise the priority of the project in the ranking system. Matching contributions may be in the form of in-kind services or cash. However, all contributions must be targeted for expenditure on the project specifically identified in the application. Funds or services expended on the project prior to application are eligible as matching contributions to the extent that they apply directly to the project being applied for and are substantiated by accounting records.

Funding for Approved Projects

Funds for projects approved by the Legislature are awarded according to the funding priority list set by the Legislature. Program funding becomes available throughout the two-year funding cycle beginning July 1 of every odd-numbered year; applicants are notified when grant funds are available for their project which may not occur until later in the biennium. Grant funds are available until funds are exhausted. Not all approved projects will be funded if the total amount requested exceeds available funds. If applicants are unsuccessful in obtaining funds, they can apply during the following grant cycle.

Submittal Instructions

DNRC requires two forms of applications to meet the needs of multiple reviewers during the evaluation, scoring, and ranking process. Application forms must be submitted online at http://www.fundingmt.org **and** additional application documents must be postmarked to the DNRC office **no later than 5 PM May 15, 2020.** If you have questions, please contact our office at (406) 444-6668.

Late applications will not be considered. Incomplete applications may be disqualified.

Applicants must submit the following by **5:00 PM on Friday, May 15, 2020**:

Submitted Online: Submit online application at http://www.fundingmt.org

The electronic application submitted on Webgrants will have the following components:

- Project Summary Form and Abstract (Steps 1 and 2) entered into Webgrants
- Steps 1 – 9 of this application uploaded as a Word or PDF attachment
- Project location map, uploaded as an attachment
- Other attachments, such as letters of support, or other project documentation

DNRC can provide instructions for how to register for an account and for how to complete an online grant application. Please call Heidi Anderson Folnagy at 406-444-6691 for questions or technical support. Additional help can be found on the DNRC RDGP webpage: http://dnrc.mt.gov/divisions/cardd/resource-development/reclamation-and-development-grants-program.

AND

Submitted by Mail:

1. Two unbound hard copies of the entire application (Steps 1-9) including all supporting documentation.
2. One original authorizing statement.
3. Two CDs (compact discs) or USB (thumb) drives of the application and supporting technical documents.

Montana DNRC
Resource Development Bureau
P.O. Box 201601
Helena, MT 59620-1601
Phone: (406) 444-6668
http://www.fundingmt.org

Application Review and Evaluation

DNRC will review and rank the applications during the summer of 2020. The ranking and funding recommendations will be submitted to the Governor for approval in the fall of 2020. DNRC will prepare a report and submit it to the Legislature to document the approved ranking and recommendations. The application review and evaluation process consist of two major steps: 1) review and screening of applications and 2) application evaluation, scoring, and ranking.

Review and Screening of Applications
DNRC will review each application for basic eligibility and for completeness. In general, information submitted after the application due date will not be considered unless the information is specifically requested by DNRC. Applicants should inform DNRC during the review process of any developments that would affect the viability of the proposed project. DNRC may contact the applicant to obtain omitted information, to clarify issues, or to verify information contained in the application. All applications are subject to public review.

Application Evaluation, Scoring, and Ranking
A ranking system has been developed for objective evaluation of proposed projects and is based on RDGP statute (MCA 90-2-1113). The various evaluation criteria carry different weight. Each criterion is assigned a numerical score representing its relative importance.

After reviewing each eligible application and any review comments, a ranking team including DNRC staff, state and federal workers, subject matter experts, and contracted reviewers will assess the degree to which proposed projects respond to each criterion. Scores will be assigned to each project on the basis of how well it meets each criterion. If the ranking team determines that the applicant has inadequately documented specific statements made in the attempt to meet a criterion, it may assign a lower score.

Evaluation Criteria
RDGP applications that meet review and screening requirements will be evaluated according to the criteria listed below and described in detail in this section.

Ranking Categories	Percent of Score
Natural Resource and Public Benefits	39%
Need and Urgency	17%
Technical Feasibility	18%
Financial Feasibility	14%
Project Management/Organization	12%

Natural Resource and Public Benefits (39% of total score)

- The degree to which the project
  - *Mineral Development Projects ONLY:* repairs, reclaims, or mitigates environmental damage to natural resources from mineral development
    OR
  - *Crucial State Need Projects ONLY:* prevents or eliminates severe and unacceptable damage to public resources or captures extraordinary public benefits that would otherwise be lost. These projects must have a regional or statewide importance.
- The degree to which the project conserves natural resources
- The degree to which the project protects public health, safety, and welfare
- The degree to which all Montanans benefit from the project, directly and indirectly
- The degree to which jobs are created for persons who need job training, receive public assistance, or are chronically unemployed
- The degree to which the project natural resource benefits are certain and long term

Need and Urgency (17% of total score)

- The degree to which the project identifies an immediate need
- The impact of no action
- The severity of the problem and the extent of the problem area
- The number and type of natural resources affected

Technical Feasibility (18% of total score)

- The degree to which the project results are attainable and effective
- The degree to which the applicant has developed a well-reasoned, achievable strategy for dealing with the identified need or problem
- The level of support for the project from the grantee, stakeholders, and others
- The level of technical documentation supporting the problem or need

Financial Feasibility (14% of total score)

- The reasonableness, clarity, and completeness of the project budget
- The cost-effectiveness of the project
- The combined percent of non-state match contributions and applicants match (relative to total project costs)

Project Management/Organization (12% of total score)

- The degree to which the applicant evidences the ability to implement approaches resulting in effective and efficient work performance
- Applicant's past record of performance
- The skills, qualifications, and experience of the project manager, key personnel, sponsors, and contractors in the appropriate field
- The applicant has allocated sufficient time and budget to meet DNRC reporting requirements

Awarding of Grant Funds

DNRC solicits, evaluates, and ranks each application submitted to the RDGP and forwards its recommendations for funding to the Governor's Office before each regular legislative session. With the Governor's approval, these recommendations are submitted to the Legislature. The Legislature makes the final decision on which projects will be funded. DNRC will provide updates to the applicant throughout this process. Contracting of projects cannot begin until the bill authorizing funding for the projects becomes effective and funding becomes available for the project.

Grantee Responsibilities

If a project is approved for funding, the applicant must enter into a grant agreement with DNRC before expenditures begin. Because availability of grant funds is dependent on the rate tax revenues are deposited in the DNRC projects account, funding for lower ranked projects may not be available until later in the biennium. The grant agreement will be prepared when funding is available and the grantee is ready. A detailed scope of work and budget are required in all agreements and must be approved by DNRC before work begins on the project. **Expenses incurred before the grant agreement is signed will not be reimbursed.**

All successfully awarded applicants are required to follow applicable state, federal and local laws and ordinances.

Applicable laws governing contracting and procurement must be followed, and grantees must keep accurate financial records and documentation for audits. Grantees must permit DNRC to monitor work performance and visit the project sites.

Projects that are completed or initiated that are later determined to be contrary to state, federal or local laws or ordinances in whole or in part may not receive reimbursement and may subject the applicant to agency enforcement actions under MCA 85-2-114 or other enforcement authority depending on the source of the violation.

Water Rights
If you are developing a new water appropriation, i.e. water storage, water conservation, water salvage, or water reuse project, or changing an existing water right with the project, you are urged to contact your local DNRC Regional Office and have your technical and conceptual information reviewed. Indicate if you have contacted the DNRC regional office and attach a letter from the DNRC Regional Office that indicates if a permit, change authorization, or no action is required.

If you have questions regarding the water rights or a change in an existing water right for this project, contact your local DNRC Regional Office for assistance. For questions, contact DNRC Water Resources Division (406) 444-6601.

Permits
It is an applicant's responsibility to ensure any permit or authorization required by law is obtained at the appropriate time, including before a project begins. Applicants should also be aware that projects involving disturbing the bed or banks of perennial streams may require a 310 permit. The local Conservation District may be able to assist you in determining if such a permit may be required.

If you have questions regarding 310 permitting requirements, contact your local conservation district with questions and be prepared to provide your conceptual and technical information to the district if your project is in proximity to a perennial stream bed or banks. Conservation district contact information is on the following website: http://dnrc.mt.gov/divisions/cardd/conservation-districts.

Activities in Sage Grouse Habitat
Activities that occur in designated sage grouse habitat are subject to Executive Order 12-2015. Consult with the Sage Grouse Habitat Conservation Program prior to submitting a grant application. See program webpage for more information https://sagegrouse.mt.gov/.

Project Reporting Requirements
The grant agreement will outline project progress reporting requirements and will include both narrative and financial reports. The grantee is responsible for submitting progress reports throughout the length of the project, at least quarterly, and with every reimbursement request. Additional

information about grantee responsibilities on reporting, invoicing, and contract management can be found on the DNRC Resource Development Bureau Resources and Training page (http://dnrc.mt.gov/divisions/cardd/resource-development/resources-and-training)

When the project is completed, the grantee must prepare and submit a clear, comprehensive final report containing a description of tasks completed, all data gathered, natural resources and public benefits of the project, a final budget including match contributions and conclusions or recommendations. The final report for the project will be made available on the DNRC website (http://dnrc.mt.gov/divisions/cardd/resource-development/funded-projects).

Section II – Application

Application Instructions

Complete Steps 1 – 9 of the project application. Please make sure your responses are listed in the same order as in the application.

The application has been organized to facilitate reporting to the Legislature, project review and ranking, and the contracting of projects that have been selected for funding. The abstract will be used in the report to the Legislature. All sections of the grant application will be used in project evaluation and ranking.

Tips for Preparing Applications
Look for grey boxes throughout the application with tips and examples on how to prepare your application.

- ✓ Make sure your agency and project are eligible for funding.
- ✓ Start early. Give yourself plenty of time to write the application.
- ✓ Develop a clear idea and approach for the project and clearly identify the final product.
- ✓ Make sure the bulk of the grant addresses the ranking criteria.
- ✓ All basic information requested in the grant application should be provided in the main application text, not in the appendices. Appendices should provide supporting information but not serve as the primary source of that information. If critical information is buried in the appendices, it might not receive due consideration in the grant evaluation.
- ✓ The project's scope of work is legislatively approved and the intent of the project must remain intact. A substantial change in the proposed scope of work may result in a change in grant funding for the project.
- ✓ Make sure the budget is clearly tied to the activities/tasks and objectives outlined in the application.
- ✓ Show how amounts in each of the budget line items were calculated.
- ✓ Explore more than one alternative in Step 3 of the application.
- ✓ Make sure to include sufficient time and money for project reporting to DNRC.
- ✓ Talk to staff in the Reclamation and Development Grants Program and experts in the project field.
- ✓ Develop and document support from agencies or groups that will benefit from your project or provide access to the project site.

- ✓ Make sure that the project is coordinated with appropriate regulatory jurisdictions before application submittal.

- ✓ Additional resources are available on the DNRC Resource Development Bureau Resources and Training Webpage: http://dnrc.mt.gov/divisions/cardd/resource-development/resources-and-training

- ✓ Final reports from projects funded in prior years are available online: http://dnrc.mt.gov/divisions/cardd/resource-development/funded-projects

Application Completion Checklist

Applications are due no later than 5:00 PM, May 15, 2020.

Please include each of the following items in your application:

- ✓ **Application Completion:**
  - ❒ Step 1 – Grant Application Summary
    - ❒ Original Authorizing Statement
  - ❒ Step 2 – Project Abstract
  - ❒ Step 3 – Project Need and Alternative Analysis
    - ❒ Goals and Objectives
    - ❒ Problem History
    - ❒ Need and Urgency
      - ❒ Need and Urgency Narrative
      - ❒ Crucial State Need Documentation (if applicable)
    - ❒ Project Alternatives
  - ❒ Step 4 – Scope of Work
    - ❒ Tasks or Activities
    - ❒ Project Schedule
    - ❒ Monitoring Plan
    - ❒ Statutory and Regulatory Requirements
    - ❒ Additional Information
  - ❒ Step 5 – Budget
    - ❒ Budget Justification Narrative
    - ❒ Financial Documentation
    - ❒ Project Budget Summary Form
  - ❒ Step 6 – Natural Resource and Public Benefits
  - ❒ Step 7 – Project Management and Organization Capability
  - ❒ Step 8 – Environmental Checklist
  - ❒ Step 9 – Liable Party Determination
- ✓ **Application Submittal:**
  - ❒ Online application submission to Montana Webgrants (http://www.fundingmt.org)
  - ❒ Mailed to DNRC:
    - ❒ Two unbound hard copies of the entire application including all supporting documentation
    - ❒ One original authorizing statement
    - ❒ Two CDs or USB (thumb) drives of the application and supporting technical documents

Step 1 – Grant Application Summary

I. Applicant Information

Applicant Name _____
(city, county, tribal government, district, other local or state government entity)

1. Authorized Person _____
(Person authorized to enter into a grant agreement with DNRC.)

   Mailing Address _____

   City, State, Zip _____

   Telephone _____ Email _____

2. Contact Person _____
(Person to contact about the proposed project. Must be knowledgeable about the project.)

   Mailing Address (if different from applicant) _____

   City, State, Zip _____

   Telephone _____ Email _____

3. Project Engineer/Consultant _____
(Person to contact with questions about the proposed project)

   Mailing Address (if different from applicant) _____

   City, State, Zip _____

   Telephone _____ Email _____

II. Project Information

Project Title _____
(Describe the specific project. Example: Tramway Creek Mine Reclamation)

Brief Project Description _____

_____
(For example: reclamation, brownfields, VCRA project, oil and gas well plugging, hazardous substances cleanup, etc.)

Latitude (decimal degrees) _____ Longitude (decimal degrees) _____

Senate District _____ House District _____

County(s) _____

Estimated project start date: _____ Estimated project end date: _____

Estimated total project cost _____ DNRC RDG Request _____

Project Type
Projects are evaluated either as a mineral development project **or** a crucial state need project. Please indicate which category this project falls into below and select all applicable subcategories:

Mineral Development Project	**OR**	Crucial State Need Project
❒ This project repairs, reclaims or mitigates environmental damage to natural resources from non-renewable resource extraction or hazardous materials (check all applicable boxes). ❒ Mining reclamation ❒ Oil and gas well plugging and reclamation ❒ Brownfields ❒ Hazardous substances cleanup ❒ Voluntary Cleanup and Redevelopment Act project ❒ Superfund area ❒ Other _____		❒ This project is a crucial state need (For eligibility, projects must be able to check all boxes below). ❒ Project protects Montana's environment ❒ Project is of statewide or regional importance ❒ Project prevents or eliminates severe damage to natural resources ❒ Supporting documentation has been provided (see Step 3)

III. Authorizing Statement

Applicant Name _____
(city, county, tribal government, district, other local or state government entity)

Project Title _____

I certify that the information and the statements in this application are true, complete, and accurate to the best of my knowledge. I certify that the project or activity as described in this application complies with all applicable state, local, and federal laws and regulations. By my signature below, I certify that I have knowledge of and understand the content of this application and that I am fully authorized to apply to DNRC for the grant specified in the submitted materials.

I further declare that, for _____ (Applicant Name), I am legally authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all funds must be both authorized by the Montana Legislature and available in the natural resources project account before grants are available.

A facsimile, photocopy or electronic copy of the signature below shall have the same force and effect as an original signature and an electronic signature shall be regarded as an original signature. MCA 30-18-102

/s/_____ _____
Signature of Authorized Applicant Representative Date

_____ _____
Print Name Title

Step 2 – Project Abstract

Submit a short narrative abstract that describes the project, its merits and purpose. The abstract will be incorporated into the RDG program's report to the Montana Legislature and should provide accurate information that best describes the project's natural resource benefits and other merits. Legislative assessment of the benefits of each project will be based primarily on ranking recommendations and this abstract.

An abstract is a 1-2 paragraph summary of the project that includes:

- Applicant name and name of project.
- Project goals and objectives.
- Brief discussion of the problem or need that the project addresses.
- Natural resource benefits of the project.
- Description of the project area or site. Identify whether the project is statewide. For regional projects, describe the region. For site-specific projects, describe the general location.

Your abstract should contain **no more than 300 words**. It may be helpful to write your abstract after you complete the application.

Example from the Governor's Executive Budget Fiscal Years 2020-2021:

Applicant Name	Missoula County	
Project Name	Ninemile Creek Mine Reclamation	
Amount Requested	$ 437,000	
Other Funding Sources	$ 150,000	US Forest Service
	$ 30,000	US Forest Service (in kind)
	$ 30,000	Trout Unlimited
	$ 30,000	Trout Unlimited (in kind)
	$ 16,000	Missoula County
	$ 20,000	Landowners
	$ 300,000	EPA 319 Grant
	$ 40,000	Montana Fish, Wildlife, and Parks
Total Project Cost	$1,053,000	

Project Summary

This project is part of a cooperative effort by Trout Unlimited, the Lolo National Forest, Montana DEQ, and Missoula County to clean up abandoned mine sites in the Ninemile Creek watershed. The project will restore stream and floodplain functions to 4,500 feet of Ninemile Creek, a tributary to the Clark Fork River, near Huson, Montana. The primary goals of the project are to reclaim mining impacts, improve water quality, and reconnect previously damaged tributaries. Extensive placer piles will be regraded and used to fill settling ponds to create a more uniform floodplain surface. The floodplain will be shaped to incorporate microtopography and woody debris, then revegetated with native plants. The stream channel will be reconstructed through the reclaimed floodplain and will include diverse habitat for fish and wildlife.

Step 3 – Project Need and Alternatives Analysis

Provide a technical description of the project including the problem, goals, history, and alternatives to meet project goals. This description must demonstrate the need for the project and that it is the best alternative to provide the project benefits.

> Information within this section will be used to evaluate the need and urgency and technical feasibility of the project and may be used to determine the natural resource and public benefits and financial feasibility. It will be helpful to review the evaluation criteria on page 6 of the application when you are writing this section of your application.
>
> The following criteria are strongly considered when evaluating this step of the application:
> - Clear explanation of project goals and objectives
> - Clear explanation of the need and urgency of the project
> - Clear documentation demonstrating the problem or need
> - The natural resource benefits and cost-effectiveness of the selected alternative

The technical description of the project must contain the following sections:

1. Goals and Objectives

List project goals and objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. The objective should describe a specific outcome of the project and when this outcome will be achieved.

> Example: The goal for a reclamation project may be to reduce water pollution on a particular stream. The objective would be to remove mine tailings from the stream channel by July 2022.

2. Problem History

Give a history of the problem that will be resolved by the project and all previous work that has been done to address this problem. List all technical reports and studies that relate to the project. Provide appropriate data concerning the natural features of the project area, such as soils, vegetation, geology, and hydrology.

3. Need and Urgency

A. Need and Urgency Narrative

Describe the need and urgency for the project. Please include the following information in your narrative:

- Describe the project need including a) the number and type of resources affected; b) who is affected and how they are affected by the problem; and c) if the project prevents a potential threat to public health or safety.
- Explain the immediacy of the need or problem, including the cause and how long it has existed.
- Explain the severity of the problem or need, and the extent of the area involved.

- Explain how the project's stated goals and objectives will meet the need.

B. Crucial State Need Documentation

Crucial state need projects must also address the following. Mineral development projects should not complete the crucial state need documentation.

- Describe the size of the area and the number of people affected by the problem.
- Provide evidence of agency and public support for the project. Supporting documentation must include:
    - Analysis and opinion that your project is a crucial state need by a knowledgeable and authoritative source, preferably a State agency, relative to the following:
        - The potential threat to public health and safety
        - The validity of the problem or need
        - The consequences of no action or delayed action
        - The severity of the problem or need
        - The estimated number of people affected, directly and indirectly
        - The level of support for the project
        - Whether the stated objectives will meet the need
        - Whether the source supports the project
    - Documentation of circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to natural resources or documentation of how the project captures extraordinary public benefits that would otherwise be lost.

Please attach the documentation to this application. DNRC will determine which projects best fulfill these crucial state need requirements.

4. Project Alternatives

In this section describe the technical reasoning behind the alternatives evaluated for this project as well as a cost analysis of the alternatives. Please describe each alternative, including the preferred or selected alternative. The selected alternative will be discussed in greater detail in Step 4 of the application.

A. Description of Project Alternatives

Describe the alternatives considered for the proposed project. Include a discussion of the impact of no action. The descriptions of alternatives do not have to be as detailed as the description of the proposed project (Step 4), but enough information must be provided to demonstrate that alternatives to the project were investigated and that the proposed project provides either greater benefits or the same benefits at a lower cost.

Alternatives are different ways to accomplish the same objective as the proposed project. A reasonable alternative is one that is practical, technically feasible, and financially feasible. A reasonable alternative should meet the goals and objectives of the proposed project.

Strong applications will discuss at least one reasonable alternative in addition to the preferred alternative and the no action alternative.

Example: For a hazardous waste project, alternatives may include no action, removing contamination, and fencing or land use changes to prevent exposure.

B. Cost Benefit Analysis

Provide an analysis of the costs and benefits of each project alternative. Present the cost estimates calculated for each project alternative. Explain how the costs were calculated and what information was used to develop the costs. Provide a narrative discussion of the costs and benefits of each alternative. Describe and, if possible, quantify both the direct and indirect or secondary costs and benefits of the project.

Direct benefits are caused by the project and occur in the same time and place. Indirect benefits are secondary and occur at a different time or place. Consider who will benefit, the number of people who will benefit and the nature of the direct and indirect benefits.

For example, a mine contamination project that removes contaminated tailings from a stream will have direct benefits to the steam, soil, and habitat in that location. Indirect benefits include the downstream water quality and fisheries improvement.

For example, an economic development project may employ people in an area of high unemployment. The direct benefits of the project would include the employee salaries. These employees would spend their salaries in the community, multiplying the impact of the project. The employee expenditures would be considered indirect benefits.

Step 4 – Scope of Work

In order to be eligible for funding, the proposed project must be technically feasible and comply with statutory and regulatory standards protecting environmental quality. Describe in detail the work that needs to be done to complete a successful project. If the project receives RDGP funding, this scope of work will be the basis for the grant agreement between the applicant and DNRC. The following information must be included.

> Information within this section will be used to evaluate the technical feasibility of the project and may be used to determine the natural resource and public benefits, need and urgency, and financial feasibility. It will be helpful to review the evaluation criteria on page 6 of the application when you are writing this section of your application.
>
> The following criteria are strongly considered when evaluating this step of the application:
> - Clear explanation of how the scope of work will meet the project goals and objectives
> - The stated strategy for dealing with the identified need or problem
> - The degree to which the project results are achievable, attainable, and effective

1. Tasks or Activities

Describe the individual tasks or activities necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the project is technically feasible and will accomplish the project goals and objectives. The description also should provide detail concerning the specific results of each task or activity (deliverable) and when these results should be expected (schedule). Explain how these tasks will accomplish the goals and objectives of the project as described in Step 3. Please include a specific task for grant administration and reporting.

2. Project Schedule

Provide a project schedule. The format of the project schedule may be a list of activities and dates or a detailed bar chart. The schedule should provide DNRC with a time frame for the project from the starting date through completion. The first item on the schedule should be the expected status of the project at the beginning of the contract period. Tasks or activities should be listed in the expected implementation sequence (that is, tasks that will be implemented earliest should be listed first). If some tasks must be completed before others, please indicate. If applicable, include the following expected dates in the project schedule.

- Submittal dates for all required permits, licenses, and approvals
- Dates for advertising for bids and requests for proposals
- Contract award dates
- Dates on which work on each objective will start and end
- Dates on which each task or activity will start and end
- Project completion date

3. Monitoring Plan

Explain how the project outcomes will be measured. Discuss what information will be collected and how this information will be used to ensure the quality of work. Also, identify who is responsible for monitoring the project and compiling this information.

4. Statutory and Regulatory Requirements

Explain how the project will meet applicable statutory and regulatory requirements.

5. Additional Information

Other information to include in your application:

A. Access Agreements, Deeds, Easements, Rights-of-Way

Submit a list of deeds, easements, right-of-way agreements or property agreements that will be needed before the project can begin.

B. Permits

Most construction projects or activities will require permits. Prepare a list of any permits that have been obtained and those that must be obtained to complete the project and include pertinent dates. Document that the project will comply with statutory and regulatory standards.

C. Maps and Photos

Include a clearly legible map that locates the project or activity on an aerial photo or topographic base and shows sections, townships, and ranges. Title all maps and include a scale and a north arrow. For construction cleanup projects, photographic documentation must be provided to depict site conditions before construction.

D. Plans and Specifications

Provide copies of conceptual or preliminary design plans. For construction projects, submit copies of conceptual plans and specifications prepared for the project. The plans should be prepared by a professional engineer.

E. Equipment

Identify and describe any equipment that would be purchased for the project. Provide specific justification for all acquisitions.

> Equipment is generally of a non-consumable nature, has an estimated life of more than one year, and costs more than $250.

F. Supporting Documents

Please submit copies of or electronic links to all supporting documents. This could include court orders; administrative orders from government agencies such as the U.S. Environmental Protection Agency; letters of support from federal, state, and local officials, interest groups, or affected parties; responsible party determination; and other reports or documents that support the need for and benefits of the project.

Step 5 – Budget

Explain how the proposed project will be financed. Applications must address the budget justification narrative section, financial documentation section, and the project budget summary form to be eligible for funding consideration.

Information within this section will be used to evaluate the financial feasibility of the project and may be considered when scoring the technical feasibility and natural resource and public benefits of the project. The financial feasibility score is based, in part, on the amount of matching funds. It will be helpful to review the evaluation criteria on page 6 of the application when you are writing this section of your application.

The following criteria are strongly considered when evaluating this step of the application:

- Reasonableness, clarity, and completeness of the project budget
- Degree of non-state matching contributions and magnitude of the applicant's contributions
- Cost-effectiveness of the project
- Demonstration that adequate funds will be available to complete the project

Instructions on Preparing the Budget

The following section provides information about how to present financial information in the application and what costs are eligible.

Budget Category Explanation

The budget is generally divided into two categories: administrative costs and activity costs.

Administrative Costs are the costs of administering the grant, including the cost of local government personnel involved with project management. Appropriate costs may be personnel, contracted assistance to help administer the project, or office rent, office equipment, supplies, communications, travel, and other costs incurred in administering the project. Demonstrate project-specific costs above and beyond general program costs. Provide a cost estimate for all reporting to DNRC including the cost or preparing a final report.

Activity Costs are the costs incurred to complete the work described in Step 4, Scope of Work.

Within these categories tasks should identify the different types of expenses such as personnel costs; contracted services; professional and technical services; construction costs; office supplies, office costs, and communications; travel; and equipment.

Tips for Preparing a Budget

- ✓ DNRC will reimburse project-specific administration costs only. Administration funds cannot exceed 10% of the DNRC grant request.
- ✓ Identify each employee who is needed to complete the project. Specify the expected hours, the loaded hourly wage rate, and the activity to be performed.
- ✓ Identify any services to be provided by others hired under contract. Specify the activity to be

performed by contracted services.

- ✓ Identify the procurement policy to be used.

- ✓ Provide the unit costs for professional staff and contracted personnel, contracted services for engineering design, or legal advice.

- ✓ Travel rates may not exceed the current state employee rates for meals, lodging, and travel. Detail the expected travel destination, the purpose of the travel, the number of people traveling, and the number of trips to be made.

- ✓ Construction service contracts may include up to a 10 percent contingency to cover unexpected expenses. An inflation contingency may be included as a project cost and must be identified as such on the budget forms. Account for any time lapses between project approval and funding so that an inflation contingency may ensure that funds are sufficient to complete the project activity.

- ✓ DNRC will not pay interest on loans taken out to cover grant operating expenses.

Project Costs vs. Program Costs
DNRC reimburses project-specific costs only. Reimbursable costs are costs that will be incurred only by implementing the project as described in the grant agreement. Non-reimbursable program costs are costs not directly related to the project including but not limited to: office rent, costs associated with salaried positions unless the work-hours associated with the project are accounted for, or any other costs that pay for ongoing or general services of the applicants.

Ineligible Costs
Projects that will relieve a liable party or include work on an actively permitted site are not eligible. A project is not eligible for funding if it can reasonably be expected to receive full funding from another source. The RDG program cannot pay for any indirect costs or any portion of a salary of a state employee.

The following tasks are ineligible:

- Activities outside of the scope of work including salaries/wages, travel, conferences and other expenses not directly related to the project
- Costs incurred outside of the contract term
- Routine maintenance and operation, as well as tasks that are programmatic in nature (see project costs vs. program cost explanation below)
- Administrative costs greater than 10% of the total project cost
- Food and beverages for meetings
- Indirect costs (for example, facilities and administration or overhead). Indirect costs may be listed as matching funds.

Complete the following sections:

1. Budget Justification Narrative

The budget justification narrative must clearly demonstrate that the funding will be available to complete the project within the proposed budget. The application budget forms **may not** be used in lieu of the narrative. The narrative must explain the basis of the figures provided in the budget tables and how they match the scope of work in Step 4. Projects must be financially feasible to be eligible. Failure to submit adequate financial information will jeopardize your chance of receiving project funding.

Example: If the project budget lists $12,600 in material costs, provide the breakdown for all material costs (120 tons of gravel @ $30 per ton = $3,600 and 50,000 square feet of geo-textile material @ $0.18 per square foot = $9,000. Total material cost = $12,600).

A. Describe the Total Budget

Describe the total project budget in a narrative that demonstrates that the project is financially feasible. The costs should be designated either as *Administrative Costs* or *Activity Costs*. Activity costs must be divided into the same tasks as outlined in Step 4. Please identify the costs of professional contracted services, construction activities, travel, equipment, and other personnel for each task.

The narrative should:

- ❒ Show how the amounts in each of the budget line items were calculated. Describe unit costs where applicable.
- ❒ Clearly state the assumptions and sources of all cost estimates and the basis for computations.
- ❒ Provide a cost estimate for preparation of the progress reports and a final report to DNRC.
- ❒ Identify match funding sources and if those sources can only provide funding for specific items.

Example of Administrative Cost Justification:

Total Administration: $50,000

Personnel Cost, $45,000 – Personnel costs are estimated at $25,000, based upon the following personnel.

- Person 1, Applicant $15,000
  - Planning, bookkeeping, contracting, reporting
- Person 2, Contracted Project Manager 1 $10,000
  - Project coordination, contracting, reporting
- Person 3, BLM $20,000
  - Planning, bookkeeping, contracting, technical review, reporting

Office Costs, $5,000 – Office costs include rent, printing and office supplies.

- Applicant $1,000
- Contracted Project Manager 1 $1,000
- BLM - $3,000

RDG Funding: $15,000
Match: $35,000 ($23,000 BLM, $1,000 Applicant, $11,000 319 Grant)

Examples of Activity Cost Justification

Task X: Reclamation Design
Contractor will produce a reclamation design package that includes drawings, plans and specifications for the removal of approximately 9,000 cubic yards of waste

material and safe containment in nearby repository site.

Consulting Services (see detailed budget showing personnel and rates in Appendix C):

- 200 hours – Engineering services, design preparation; Estimate $23,000
- 40 hours – Project planning, contracting, and oversight; Estimate $2,000

RDG Funding: $0 Match: $25,000 (U.S. Forest Service)

Task Y: Restoration and Site Cleanup, $71,680

Contractor will provide labor and revegetate the disturbed areas and streambanks along Stream X under the direction of project management personnel, using native grass seed mixes, container plants and woody species where appropriate. Work to occur to occur following stream excavation work and in the fall or early spring to optimize planting success.

- Floodplain grading $3,000 (500 cy x $6.00/cy)
- Channel construction $2,500 (100 lf x $25.00/lf)
- Bank construction $10,500 (300 lf x $35.00/lf)
- Small channel construction $1,000 (50 lf x $20.00/lf)
- Plantings $4,680 (1,560 x $3.00/each)
- Topsoil $20,000 (500 cy x $40.00/cy)
- Fertilize, seed and mulch $30,000 (12 acre x $2,500/acre)

RDG Funding: $41,460
Match: $30,000 (MT DEQ)

B. Match Funding

i. Proposed Funding Summary

Please enter the total estimated project cost and the sources and amounts of ALL funding that may be used to complete the proposed activity. Include funding sources even if you have not yet applied for or have not received a commitment from the source. Indicate the type of funding from all sources, such as in-kind services, grants, cash, etc. Describe the status of those funding commitments. Committed funds must have a written letter committing funds submitted to DNRC with the application (see 2. Financial Documentation in the grant application).

Proposed Funding Summary			
Funding Source	**Type of Fund** (grant, cash, in-kind, etc.)	**Amount**	**Status of Commitment** (no contact, not applied, application submitted, funds committed)
RDG Grant Request		**$**	
		$	
		$	
		$	
		$	
		$	
Project Total Cost		**$**	

Estimating the Value of Volunteer Labor
Eligible in-kind contributions are those project-specific contributions associated directly with project implementation.

If your budget includes in-kind labor always reference the source for your labor value estimate. It may be helpful to use the U.S. Bureau of Labor Statistics website to estimate labor values for Montana: https://www.bls.gov/oes/current/oes_mt.htm

ii. Identify Other Potential Sources of Funding
List any other State or Federal reclamation programs or any other program or act that may provide funds for the project and reasonable expectations for receiving the funds.

C. Operation and Maintenance
Identify the operation and maintenance costs necessary to support the project in the future. Identify the source of funds you will use to cover these expenses. Discuss how you plan to fund the ongoing operation and maintenance of facilities and infrastructure constructed with grant funding. Operations and maintenance costs are ineligible for RDGP funding.

D. Financial Feasibility
Describe the funding structure that ensures the project is financially feasible. Demonstrate that adequate sources of funds are available to complete the proposed project. Indicate any costs which remain undefined at the time of application. If the funding structure for your project contains uncommitted grant funds, please provide an explanation of how the project could proceed if the uncommitted grants were not realized, such as phasing the project.

E. Plan for Future Funding
If the project will require future phases and funding beyond the period for which funds are requested, include a plan describing how subsequent funds will be obtained.

2. Financial Documentation
Submit supporting documentation to provide evidence of the financial feasibility of the proposed project. Identify these documents here and include them in supplemental materials.

- Include copies of estimates used to generate the project budget.

- Include any information that would help DNRC assess your financial commitment to project completion. Committed funds must have a written letter committing funds submitted to DNRC with the application. Documentation must be provided that other project funds are secure before DNRC can enter into a contract.

If you will or have applied for other funding or if other agencies, associations, or individuals will provide in-kind or match funding, provide the following information:

- Indicate the expected date a funding decision will be made if you requested a grant or a loan.
- If funding has been secured, provide a copy of the notice of award.
- List the cash dollars you will provide for the project and describe in-kind contributions. Provide budget documents that show any local funds committed to the proposed project.

- If local community funds are from the private sector, fully describe borrowing plans.

3. Project Budget Summary Form

Complete the project budget summary form on the following page to detail the total estimated project cost. Tasks should match those described in Step 4 - Scope of Work and be justified in the budget justification above. Use one column for each funding source and for each type of funding (grant, loan, cash, in-kind, etc.). Place the name of the funding source in the "source" columns. The sum of the totals of each column must add up to the total estimated project cost. Add or delete columns or lines as needed.

Project Budget Summary Form

Category	RDGP Grant	Source[a] _____ (Identify)	Source _____ (Identify)	Source _____ (Identify)	Total
Administrative Costs					
Personnel Cost					
Office Supplies, Office Costs and Communications					
Travel					
Rent and Utilities					
Equipment					
Reporting					
Total Administrative Costs					
Activity Costs					
Task 1:					
Task 2:					
Task 3:					
Task 4:					
Task 5:					
Task 6: *(add or delete lines as needed)*					
Total Activity Costs					
Total Project Costs					
TOTAL PROJECT COSTS					

[a] Identify the sources of the matching funds (change column headings in your application)

Note: DNRC will recommend no more than **$300,000** for most projects. DNRC may recommend up to $500,000 for a project if the applicant has clearly demonstrated significant natural resource benefits and the financial need and unavailability of other funds to complete the project.

Step 6 – Natural Resource and Public Benefits

The purpose of the RDG Program is to fund projects that benefit public resources (see definition on page 1). The degree to which the proposed project provides natural resource and public benefits constitutes the largest percentage of points upon which the project will be ranked. This step of the application gives you an opportunity to highlight these benefits for the reviewers. Provide a short narrative describing the natural resource and public benefits of this project to the citizens of Montana and the environment. Where possible, quantify these benefits.

> Information within this section will be used to evaluate natural resource and public benefits of the project and may be considered when evaluating the need and urgency of the project. It will be helpful to review the evaluation criteria on page 6 of the application when you are writing this section of your application.

1. What are the natural resource benefits of your project?

- For mineral development/reclamation projects, describe how the project repairs, reclaims, or mitigates environmental damage to natural resources from mineral development.
- For crucial state need projects, describe how the project prevents or eliminates severe and unacceptable damage to natural resources or captures extraordinary public benefit that would otherwise be lost.
- Discuss the number and type of natural resources affected.
- Describe how the project ensures the quality of natural resources.
- Explain how the project will conserve natural resources.
- Discuss if the project's benefits are certain and long term.

2. What are the public benefits of your project?

- Describe how Montanans will directly and indirectly benefit from the project.
- Discuss if the project increases public access.
- Explain if jobs are created by the project for people who need job training, receive public assistance, or are chronically unemployed.
- Discuss how the project protects the public health or the environment.

Step 7 – Project Management and Organization Capability

Describe the project management and organization capability for the proposed project. Include the following information:

> Information within this section will be used to evaluate the project management and organization of the project and may be considered when scoring the technical feasibility. It will be helpful to review the evaluation criteria on page 6 of the application when you are writing this section of your application.

1. Show your (the applicant) ability to implement the project. Describe how you will coordinate the project. List the title of each staff member and describe their roles and responsibilities for the project. Describe the use of consultants and volunteers. Identify who will be responsible for project reporting.

2. List the skills, qualifications, and experience of the project manager, key personnel, sponsors, and currently procured contractors in the appropriate fields.

3. Identify the procurement policy that will be used for acquiring services or supplies for the project.

4. If applicable, address the applicant's past record of performance with RDGP projects or other similar projects.

5. Describe how you will meet DNRC reporting requirements.

Step 8 – Environmental Checklist

All applicants must consider the potential environmental impacts of their projects. Preparation of this document can alert applicants to consideration of location, design, or construction actions that will help to avoid potential adverse environmental impacts or expensive mitigation or construction costs. A project will not be eligible for funding if it would result in significant adverse impact after mitigation.

Please complete the environmental checklist below. If an Environmental Assessment has been completed for the proposed project, you may include it instead of completing the checklist.

Environmental Checklist

Complete the environmental checklist for the preferred alternative found on the following pages. For each resource:

1. Begin by identifying the impact code, as one or more of the following:

No Impact – No impact to the resource is anticipated or this is not applicable to this project

Beneficial – Potentially beneficial impact to the resource

Adverse – Potentially adverse impact to the resource

> A resource may have more than one impact. Please identify all possible impacts to the resource and use the space provided to explain.
>
> For example, the preferred alternative may have a short-term direct negative impact and a long-term direct and indirect positive impact on the resource. The applicant should check all boxes that apply and use the space provided to explain.

2. Identify the type(s) of impact to the resource. Impacts may be direct, indirect or cumulative

Direct impacts are those that occur at the same time and place as the proposed project.

Indirect or secondary impacts are those that occur at a different location or later time than the proposed project.

Cumulative impacts are the collective impacts on the environment when considered in conjunction with other past, present, and future actions related to the proposed project. Cumulative impact analysis includes a review of all state and nonstate activities that have occurred, are occurring, or may occur that have impacted or may impact the same resource as the proposed project.

3. Environmental Narrative: In the space provided in the checklist, summarize the following information:

- Describe the environmental resources of the affected area.
- Identify any reasonable cumulative impacts as a result of current private, state, or federal actions in the analysis area, and from future proposed state actions in the analysis area that are under MEPA review or permitted review by any state agency.
- Describe the impact or indicate why there is no impact from the project. **If a potentially adverse impact is identified for the preferred alternative, the applicant must provide the following:**
    - An analysis of the severity, duration, extent and frequency of the impact. Please specify and describe the following for each:

        - Severity: negligible, minor, or major
        - Duration: short-term or long-term
        - Extent: local, regional, or statewide
        - Frequency: non-recurring or recurring
    - An explanation of short-and/or long-term measures to mitigate the impact and a discussion of the effects of those mitigative measures on the proposed project.
    - Identify any permits that may be needed.

For assistance in preparing the environmental checklist, contact DNRC at 444-6668.

Environmental Checklist

Environmental Checklist Prepared by:

Name _____ Title _____

Phone _____ Email _____

Date _____

PHYSICAL ENVIRONMENT		
Impact Code	**Impact Type**	**Explanation of Impact to Resource**
1. Soil Suitability, Topographic and/or Geologic Constraints (example: soil lump, steep slopes, subsidence, seismic activity)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
2. Hazardous Facilities (example: power lines, hazardous waste sites, acceptable distance from explosive and flammable hazards including chemical/petrochemical storage tanks, underground fuel storage tanks, and related facilities such as natural gas storage facilities and propane storage tanks)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
3. Surrounding Air Quality (example: dust, odors, emissions)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
4. Groundwater Resources and Aquifers (example: quantity, quality, distribution, depth to groundwater, sole source aquifers)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
5. Surface Water/Water Quality, Quantity and Distribution (example: streams, lakes, storm runoff, irrigation systems, canals)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
6. Floodplains and Floodplain Management (Identify any floodplains within one mile of the boundary of the project.)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
7. Wetlands (Identify any wetlands within one mile of the boundary of the project and state potential impacts.)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*

8. Agricultural Lands, Production, and Farmland Protection (example: grazing, forestry, cropland, prime or unique agricultural lands) Identify any prime or important farm ground or forest lands within one mile of the boundary of the project.		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
9. Vegetation and Wildlife Species and Habitats, Including Fish (example: terrestrial, avian and aquatic life and habitats)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
10. Unique, Endangered, Fragile, or Limited Environmental Resources, Including Endangered Species (example: plants, fish or wildlife)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
11. Unique Natural Features (example: geologic features)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
12. Access to, and Quality of, Recreational and Wilderness Activities, Public Lands and Waterways, and Public Open Space		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
HUMAN ENVIRONMENT		
Impact Code	**Impact Type**	**Resource**
1. Visual Quality – Coherence, Diversity, Compatibility of Use and Scale, Aesthetics		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
2. Nuisances (example: glare, fumes)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
3. Noise – Suitable Separation Between Housing and Other Noise Sensitive Activities and Major Noise Sources (aircraft, highways and railroads.)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
4. Historic Properties, Cultural, and Archaeological Resources		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
5. Changes in Demographic (Population) Characteristics (example: quantity, distribution, density)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*

6. General Housing Conditions - Quality, Quantity, Affordability		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
7. Businesses or Residents (for example, loss of, displacement, or relocation)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
8. Public Health and Safety		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
9. Local Employment - Quantity or Distribution of Employment, Economic Impact		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
10. Income Patterns - Economic Impact		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
11. Local and State Tax Base and Revenues		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
12. Community and Government Services and Facilities (for example: educational facilities; health and medical services and facilities; police; emergency medical services; and parks, playgrounds and open space)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
13. Commercial and Industrial Facilities - Production and Activity, Growth or Decline		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
14. Social Structures and Mores (Standards of social conduct/social conventions)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
15. Land Use Compatibility (example: growth, land use change, development activity, adjacent land uses and potential conflicts)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
16. Energy Resources - Consumption and Conservation		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*

17. Solid Waste Management		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
18. Wastewater Treatment - Sewage System		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
19. Storm Water – Surface Drainage		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
20. Community Water Supply		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
21. Fire Protection – Hazards		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
27. Cultural Facilities, Cultural Uniqueness and Diversity		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
22. Transportation Networks and Traffic Flow Conflicts (example: rail; auto including local traffic; airport runway clear zones - avoidance of incompatible land use in airport runway clear zones)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
23. Consistency with Local Ordinances, Resolutions, or Plans (example: conformance with local comprehensive plans, zoning, or capital improvement plans)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*
24. Private Property Rights (Is there a regulatory action or project activity that reduces, minimizes, or eliminates the use of private property?)		
☐ No Impact ☐ Beneficial ☐ Adverse	☐ Direct ☐ Indirect ☐ Cumulative	*Environmental Narrative:*

List all sources of information used to complete the environmental checklist. Sources may include studies, plans, documents, or the individuals, organizations, or agencies contacted for assistance. For individuals, groups, or agencies please include a contact person and phone number. List any scoping documents or meetings, and/or public meetings during project development.

Step 9 – Liable Party Determination

Existence of liability does not automatically rule a project ineligible for RDGP funding, but may affect the amount awarded. Applicants **must** furnish the following information at the time of application submittal.

1. What is the legal description of the site?

2. What is the name of the current owner?

3. When did the damage occur?

4. Who was the owner/operator at that time? Provide as much identifying information as possible.

5. Have there been subsequent owners/operators? Provide as much identifying information as possible.

6. Who has been paying the property taxes the past 10 years?

7. Is a nuisance action currently pending? If yes, please describe.

8. Is the project now, or has it ever been, permitted, licensed or regulated by federal, state, or local rules, regulations or statutes? If yes, please list them.

9. If a principle responsible party search or other liability investigation has been conducted, please describe.

10. Is the applicant liable for the contamination at the site? If no, is the present owner liable for contamination?

11. Is the project being conducted under Montana's Voluntary Cleanup Program?

12. Has the site or will the site receive funding from other cleanup programs such as:

❒ Brownfields funding ❒ Petrofund
❒ LUST TRUST funding ❒ Board of Oil and Gas Orphan Well funding
❒ Surface Mine Control Reclamation Act Funding
❒ Other _____ (identify) Other _____ (identify)

Please list all past and possible cleanup funding sources and the reasonable availability of the funding.

Montana Department of Natural Resources and Conservation
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Helena, Montana 59620-1601
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